



# **MIOSHA**

# **Recordkeeping**

## **Part 11. Recording & Reporting Occupational Injuries & Illnesses**

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# Scope

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- These rules provide for recordkeeping & reporting by PUBLIC & PRIVATE employers covered under the act as necessary & appropriate:
  - for developing information regarding the causes & prevention of occupational injuries & illnesses,
  - for maintaining a program of collection, compilation, & analysis of occupational safety & health statistics



# Who Must Keep MIOSHA Records?

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- All employers with more than 10 employees at any given time during the previous calendar year.
- Employers notified in advance that they have been selected to participate in the mandatory Bureau of Labor Statistics (BLS) annual survey.
- Partially exempt employers:
  - Employers who had no more than 10 employees during the previous calendar year.
  - Employers who conduct business in designated North American Industrial Classification System (NAICS).

# What Records Must Be Kept?

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- Required Forms
  - MIOSHA Form 300
    - Log of work related injuries & illnesses
  - MIOSHA Form 301
    - Injury & illness incident report
  - MIOSHA Form 300A
    - Summary of work-related injuries & illnesses

- Where to order forms:

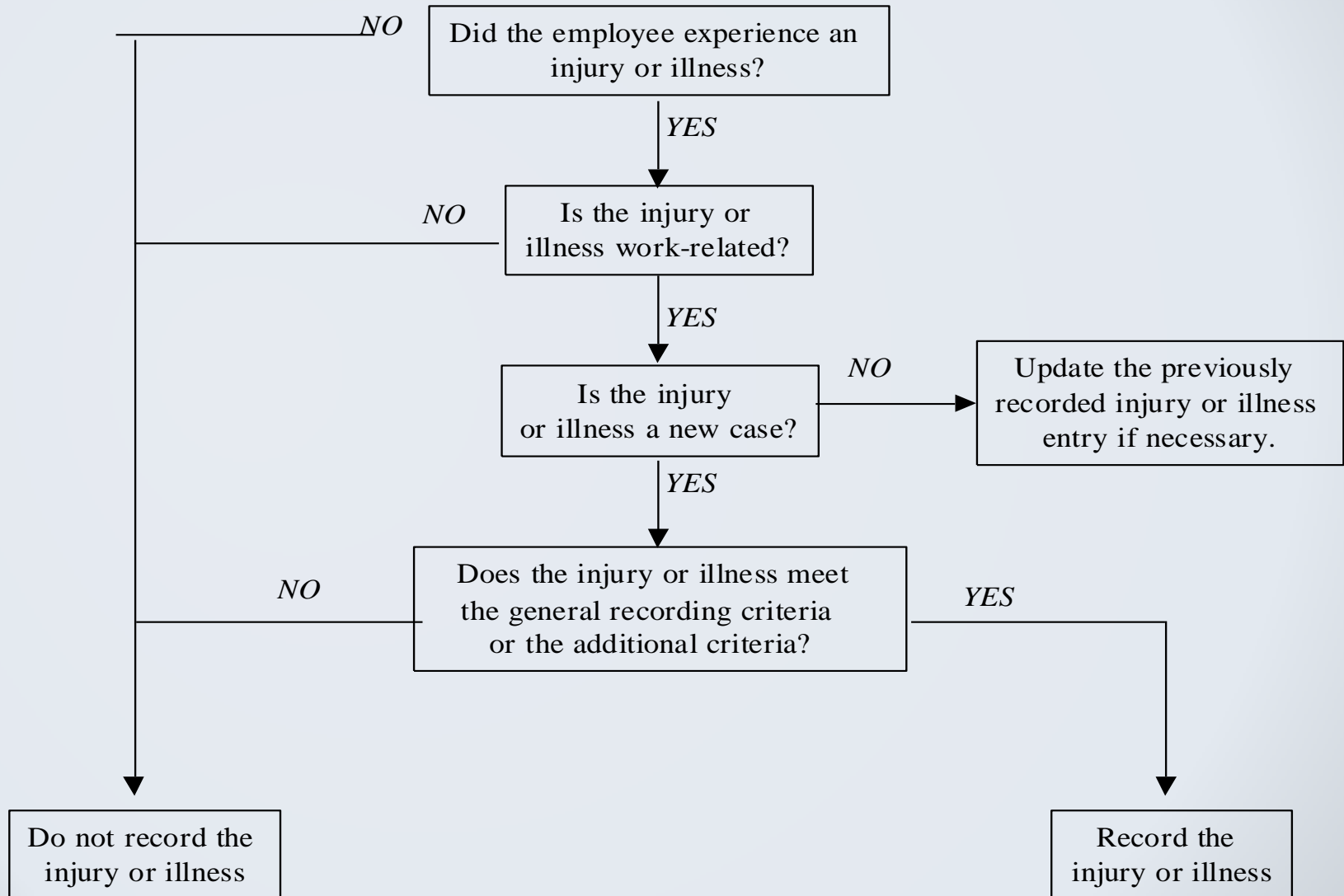
Management Information Systems Section  
(517) 322-1851

# Recording Criteria

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- All covered employers must record each fatality, injury or illness that:
  - Is work-related &
  - Is a new case &
  - Meets one or more of the criteria contained in rules 1110 through 1120

# MIOSHA-Recording Criteria



# General Recording Criteria

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- An injury or illness is recordable if it results in one or more of the following:
  - Death
  - Days away from work
  - Restricted work activity
  - Transfer to another job
  - Medical treatment beyond first aid
  - Loss of consciousness
  - Significant injury or illness diagnosed by a physician or other Licensed Health Care Professional (LHCP)

# Deaths

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- Must Be Reported Within 8 Hours  
Regardless of Basic Recording Criteria

**REPORT WITHIN 8 HOURS ALL**

**1-800-858-0397**





# Days Away From Work

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- Begin Counting Day After Injury
- Calculated on Calendar Days
- 180 Day Cap



# Restricted Work Activity

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- An employee is unable to perform all routine job tasks or cannot work for a complete day.
- Stop counting the day the employee is permanently transferred to another job.



# Transfer to Another Job

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- An injured or ill employee is assigned to another job for all or part of the day.
- At least one day must be reported.
- Restriction must be recorded if a Licensed Health Care Provider (LHCP) opinion exists.
- Restriction must be recorded if required by the employer but not a LHCP.

# Medical Treatment

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- All treatment that is not defined as first aid.  
(Form #: MIOSHA-MISS-1, effective date: 01/01/02)
- The management & care of a patient to combat a disease or disorder.
- Nonprescription medication at prescription strength.



# Loss of Consciousness

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- Must be recorded regardless of treatment or lack of treatment.
- If not treated, then record as “other recordable.”



# Significant Diagnosed Injury/Illness

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- Cancer
- Chronic irreversible disease
- Fractured or cracked bone
- Punctured ear drum

# Recording Cases

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- Enter each recordable case on the Form 300 within 7 calendar days & complete Form 301.
- An equivalent form which has the same information, is as readable, understandable, & uses the same instructions as the MIOSHA forms may be used as a replacement.
- Forms can be kept on a computer or at another location as long as they can be produced when they are needed.

***1<sup>st</sup> Aid should not be recorded anywhere on the Log 300***

# Work-relatedness...

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- If an event or exposure in the work environment either caused or contributed to the resulting condition.
- If an event or exposure in the work environment *significantly aggravated* a pre-existing injury or illness.
- Is presumed for injuries & illnesses resulting from exposures occurring in the work environment.

***Injuries & illnesses that occur in the work environment are presumed to be work-related unless they fall under the exceptions.***



# Table of Work-Relatedness

## Exceptions Include

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1. At the time of injury or illness, the employee was present in the work environment as a member of the general public.
2. The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment.
3. The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity.
4. The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption whether bought on the employer's premises or brought in.

# Table of Work-Relatedness Exceptions Include

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5. The injury or illness is solely the result of an employee doing personal tasks, unrelated to his or her employment at the establishment outside of the employee's assigned working hours.
6. The injury or illness is solely the result of personal grooming, self medication for a non-work-related condition, or is intentionally self-inflicted.
7. The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.
8. The illness is the common cold or flu.
9. The illness is a mental illness (not work-related).

# Significant Aggravation

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A pre-existing injury or illness is significantly aggravated when an event or exposure in the work environment results in any of the following (which would not have occurred but for the occupational event or exposure):

- Death
- Loss of consciousness
- Days away from work
- Days of restricted or job transfer
- Medical treatment

# Parking Lots & Access Roads

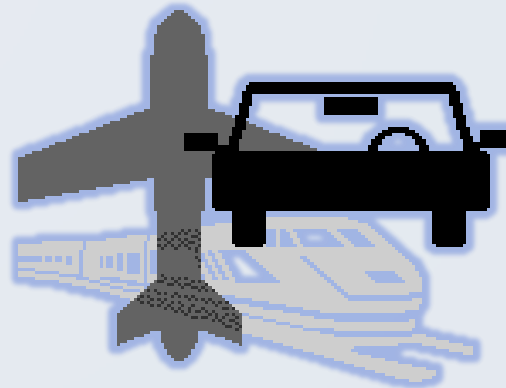
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- Considered part of the employer's premises.
- Injuries & illnesses occurring in the parking lots & access roads are considered work related. Employee does not have to be "clocked in."
- Vehicle accidents are not considered recordable.

# Travel Status

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- Work activities “in the interest of the employer”
- Home away from home
- Detour for personal reasons are not work related



# Working @ Home

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Cases will be considered work-related if the injury or illness occurs:

- while the employee is performing work for pay or compensation,
- & the injury or illness is directly related to the performance of work rather than the home environment.

# New Case

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You must consider an injury or illness to be a “new case” if any of the following apply:

- The employee has not previously experienced a recordable injury or illness of the *same type* that affects the *same part of body*;
- or
- The employee previously experienced a recordable injury or illness of the same type that affects the same part of body *but* had recovered completely & an event or exposure in the work environment caused the signs & symptoms to *reappear*.

# Medical Removal

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- If removed under the medical surveillance requirements of a MIOSHA standard, you must record the case on the MIOSHA Form 300.
- Recorded as either involving days away from work or days of restricted work activity.
- Voluntary removal below the removal levels required by the standard need not be recorded.



# Standard Threshold Shift (STS)

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A threshold shift of 10 dB or more from the baseline audiogram (averaged at 2000, 3000, & 4000 Hz) in either ear requires:

- Employee notification within 21 days,
- Refitting & required use of personal hearing protection,
- Retraining & possibly recording.



# Recordable Standard Threshold Shift

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**Must meet two criteria:**

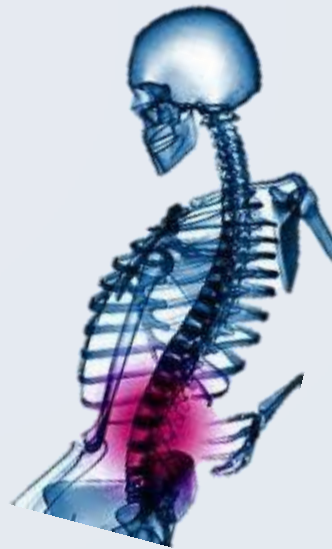
1. Must be an **STS** as defined on previous slide  
&
2. Annual audiogram shows a **25 dB shift from zero**  
(averaged over 2000, 3000, & 4000 Hz)

If **both** are met, the **STS is recorded on the 300 log**

# Musculoskeletal Disorders (MSDs)

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Injuries & disorders of the muscles, nerves, tendons, ligaments, joints, cartilage & spinal discs.



# Musculoskeletal Disorders

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- Applies the same recording criteria to musculoskeletal disorders (MSDs) as to all other injuries & illnesses.
- Employer retains flexibility to determine whether an event or exposure in the work environment caused or contributed to MSD.
- May record as injury or all other illness.

# Privacy Concern Cases

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- An injury or illness to an intimate body part or reproductive system
- An injury or illness resulting from sexual assault
- Mental illness
- HIV infection, hepatitis, tuberculosis
- Needlestick & sharps injuries

# Privacy Protection

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- Do not enter the name of an employee on the MIOSHA Form 300 for “privacy concern cases”
- Write “privacy case” in the name column
- Keep a separate confidential list of the case numbers & employee names

# Annual Summary Posting

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- Certification
- A company executive must certify the summary:
  - An owner of the company
  - An officer of the corporation
  - The highest ranking company official working at the establishment
  - The immediate supervisor of the highest ranking company official

***Post between February 1 through April 30 of the year following the year covered by the summary***

# Retention & Updating

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- Retain forms for 5 years following the year that they cover.
- Update the MIOSHA Form 300 during that period.
- Do not need to update the MIOSHA Form 300A or MIOSHA Form 301.



# Employee Involvement

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- Requires employers to establish a procedure for employees to report injuries & illnesses & tell their employees to report.
- Employers are **prohibited** from discriminating against employees who do report.
- Employee representatives will now have access to those parts of the OSHA 301 form relevant to workplace safety & health.

# Needle Stick & Sharps Injuries

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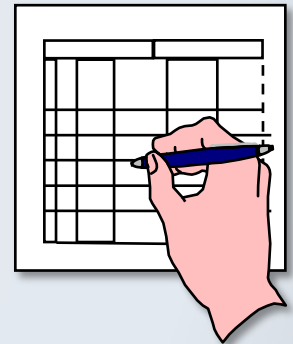
- Record all needle stick & sharps injuries involving contamination by another person's blood or other potentially infectious material.
- Record splashes or other exposures to blood or other potentially infectious material if it results in a diagnosis of a bloodborne illness or meets the general recording criteria.

# Sharps Injury Log

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## Amendment to Bloodborne Infectious Diseases Standard Part 554:

- Establish & maintain a sharps injury log for recording of percutaneous injuries from contaminated sharps.
- This applies to employers who are required to maintain a 300 log.
- Information must protect confidentiality.



# Multiple Business Establishments

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- Keep a separate MIOSHA Form 300 for each establishment that is expected to be in operation for a year or longer.
- May keep one MIOSHA Form 300 for all short-term establishments.
- Each employee must be linked with an establishment.

# Change of Ownership

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- Each employer is responsible for recording & reporting only for the period of the year during which he or she owned the establishment.
- Old owner *must* transfer records to new owner.
- New owner must retain records. *New owner does not have to correct the records.*

# Occupational Disease Reporting

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Public Health Code Act 368 of 1978, as amended:

- **“Occupational disease”** definition – a human illness resulting from employment with one or more of the following characteristics:
  - **Repeated or continuous exposure**
  - **Acute exposure to hazardous substance**
  - **Presents symptoms of a disease known to be associated with specific exposures**

**Examples:** Silicosis, Asbestosis, abnormal concentrations of toxics in the blood, urine or body such as: lead, cadmium.

# Occupational Disease Reporting

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- **Who must report:**  
Physician, Hospital, Clinic or Employer
- **When:**  
Within 10 days after discovery of the occupational disease or condition

# Fatality/Catastrophe Reporting

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## **REPORT WITHIN 8 HOURS ALL**

- **Fatalities**
- **Catastrophes**
- **Incident involving 3 or more inpatient hospitalizations from a work-related incident.**

**1-800-858-0397**



# 3 Extremely Important Things to Remember

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1. Read & refer to Part 11. Recording & Reporting of Occupational Injuries & Illnesses standard.
2. Documentation is essential.
3. When in doubt, record.

# Recordkeeping Questions?

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- ✓ General Assistance
- ✓ Forms
- ✓ Posters
- ✓ Information
- ✓ Website:

[www.michigan.gov/recordkeeping](http://www.michigan.gov/recordkeeping)

**Management Information Systems Section  
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# Thank You for Attending this Presentation

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